

Rhode Island Commerce Corporation
315 Iron Horse Way, Suite 101
Providence, Rhode Island 02908

REQUEST FOR PROPOSAL (RFP)
P-TECH Program Implementation Manager

I. Description of Proposal

The Rhode Island Commerce Corporation (“Commerce Corporation”) seeks to retain one vendor (“Consultant”) to initiate and implement the State of Rhode Island’s new Pathways in Technology Early College High School (P-TECH) program.

This document constitutes a Request for Proposal (“RFP”), in a competitive format, from qualified individuals and organizations to provide consulting services to initiate and implement the P-TECH program.

The respondents to this RFP shall provide a proposal, in accordance with the terms and conditions set forth herein, to provide all services to Commerce Corporation as described in the scope of services.

For this program, the Commerce Corporation will work in collaboration with the Rhode Island Department of Education, the Rhode Island Board of Governors for Higher Education, the Rhode Island Department of Labor and Training, and other partners.

II. Background

P-TECH is a nationally recognized program based on partnerships among local high schools, community colleges, and companies. Students enroll in 9th grade and as they progress, take college-level courses, work in company-sponsored internships, and benefit from the mentorship of company employees. They graduate with a high school diploma, associate’s degree, and opportunity at a career at partner companies. P-TECH creates opportunity for students and a steady stream of talented, trained workers for businesses.

The unique culture of P-TECH schools is built upon high expectations for all involved. Students see themselves as college students on a career pathway from the moment they begin 9th grade. Teachers, partner companies, and parents work together to ensure that every student graduates fully prepared for the 21st century workplace. The P-TECH program is a core component of Rhode Island’s comprehensive set of new workforce development initiatives. The Consultant will be essential to implementing the vision of the Governor, Commerce Secretary, and General Assembly for the P-TECH initiative.

Scope of Services

1. The Consultant will serve as the primary coordinating agent for the project, identifying and engaging:
 - a. Potential host high schools, with the aim of securing a commitment from at least three high schools;
 - b. Potential participating employers, companies with immediate and strategically important workforce needs; and
 - c. The Community College of Rhode Island and other higher education partners.
2. The Consultant will work with staff from the Commerce Corporation and Executive Office of Commerce – in collaboration with the Rhode Island Department of Education, the Rhode Island Board of Governors for Higher Education, the Rhode Island Department of Labor and Training, and other partners – to establish at least three successful P-TECH high school/employer/community college partnerships. A successful partnership will include a high school, community college, and employer and be well positioned to enroll at least 50 students per year in the program as described in the paragraphs above and in detail at www.ptechnyc.org.

III. Proposal Format

All proposals shall provide information relating to the elements listed in sufficient detail to allow the Commerce Corporation to conduct a selection process. Proposals shall not exceed 8 single-sided pages in length, excluding resumes and appendices. Failure to include any of the following information may have an adverse impact on the evaluation of a proposal. A submission must at a minimum, include the following elements:

1. Table of contents and a cover letter
2. The name of your company and the name, address, telephone number and email address of a person with whom our office can communicate regarding this RFP.
3. A discussion and justification of the methods proposed to fulfill all of the above Scope of Services.
4. A work plan description that shall include a list of project deliverables, including milestones and processes that will be employed to administer the project. The Consultant shall include task assignments of staff members and level of effort for each linked to the cost proposal and project deliverables.
5. Relevant Project Experience: Please provide information on no more than three (3) highly relevant assignments within the past five (5) years. The selected projects should demonstrate the experience of the proposed consultant with the special purpose uses

described in the Scope of Services. Where applicable, please indicate where individual members of the proposed consultant have worked on the relevant projects.

6. References including client name, address, contact person, telephone number, email, project start and end date, as well as a project description. References should be for similar or related projects that proposed key staff members for this project have worked.
7. Certification that a Certificate of Good Standing from the Rhode Island Division of Taxation will be delivered to the Commerce Corporation upon award.
8. A listing of all current and ongoing contracts between any/all firms or individuals involved in the proposal and the Commerce Corporation or the State of Rhode Island.
9. A disclosure of all outstanding financial obligations with the State of Rhode Island for any of the firms or individuals included in the proposal.
10. Please provide a cost proposal as follows:
 - Information relating to firm's fee structure
 - A total, maximum price to accomplish all of the work described above
 - A budget for each category/task/subtask which provides:
 - Labor cost estimate
 - Non-labor expenses
 - Items not included in the price

IV. Evaluation and Selection Criteria

EVALUATION CRITERIA:

Project Firm Background
Relevant Project Experience
Fee Structure

The Commerce Corporation reserves the right to reject any and all proposals for any services. Consideration of proposals will not be limited to fee structure and cost alone.

The Commerce Corporation accepts no financial responsibility for any costs incurred by a firm or individual in responding to this RFP. The proposals in response to this RFP become the property of the Commerce Corporation and may be used by the Commerce Corporation in any way it deems appropriate. By submitting a proposal, the firm or individual certifies that it has fully read and understands the RFP, has full knowledge of the proposal to be provided, and accepts the terms and conditions under which will be provided.

V. NOTIFICATIONS

1. Equal Employment Opportunity (RIGL 28-5.1) – 28-5.1-1 Declaration of policy –
(a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island State government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of State employment. This policy applies to all areas where the State dollar is spent, in employment, public services, grants and financial assistance, and in State licensing and regulation. For further information, contact the Rhode Island Equal Opportunity Office at (401) 222-3090.
2. In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the State until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). This is a requirement only of the successful contractor.
3. The Commerce Corporation reserves the right to consider evaluation criteria other than that listed in this RFP.

VI. Response Date

Six (6) printed copies and one (1) electronic copy (thumb drive) of the proposal must be submitted no later than **4:00 PM EST on Thursday, September 24** to the following:

Rhode Island Commerce Corporation
Attn: P-TECH RFP
315 Iron Horse Way, Suite 101
Providence, RI 02908

No phone calls or late submissions will be considered. There will be no exceptions to this deadline.